

Rate Eligibility Overview	Packages of Standard Mail must be sorted and prepared under the standards for the rate claimed. Rates are based on the preparation of mail in packages and are not affected by the pallet on which a package is placed. Rates are package-based.
General Package Preparation Standards	Package preparation must meet the applicable general standards in M610 (Presorted Standard Mail), M620 (Enhanced Carrier Route Standard Mail), or M820 (Automation Flat Mail). Mixed ADC packages may not be placed on pallets.
Package Size (M045.2)	<p>Prepare a package(s) when there are 10 or more pieces for the same presort destination within an individual mailing (for automation mail, AFSM 100 and FSM 1000 (C820) packages must separately meet this minimum). Packages are not subject to a specific thickness limit. When there are fewer than 10 pounds for a destination, the pieces must be prepared in a single physical package. When there are 10 or more pounds for a destination, pieces should be prepared in packages weighing from 10 to 20 pounds each except that the last package may weigh less than 10 pounds and mailers may balance the mail in packages as follows:</p> <ul style="list-style-type: none"> ■ The total number of physical packages prepared for a presort destination must not exceed the number of 10-pound increments to that destination. For example, if there are 25 pounds of mail to a 3-digit ZIP Code presort destination, packages could be prepared as (1) two 8-pound packages and a 9-pound package, (2) a 12-pound package and a 13-pound package, (3) a 20-pound package and a 5-pound package, or (4) other combinations that result in no more than three packages.
Securing Individual Packages (M020.1)	<p>Packages on pallets must be secure and stable and able to withstand normal transit and handling without breakage or injury to USPS employees. To prevent broken packages, material used to secure packages should: be of adequate strength, sealed securely (e.g., by heat or adhesive), and fit tightly around the packages. Prepare packages as follows:</p> <ul style="list-style-type: none"> ■ Select one of the methods below for securing individual packages placed on 5-digit, 3-digit, SCF, and ASF pallets: <ul style="list-style-type: none"> ■ Heavy-gauge shrinkwrap plus one or two bands ■ Only heavy-gauge shrinkwrap ■ Only banding ■ Packages on BMC pallets must be secured with shrinkwrap and be machinable on BMC parcel sorters, except that packages of individually polywrapped pieces may be secured with banding material only. If used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited.
Copalletized Packages	Copalletization allows mailers to place together on pallets packages from separate mailings that have been independently presorted in accordance with applicable standards (e.g., ECR, automation, and Presorted rate mailings). Each separate mailing must separately meet the minimum volume and other requirements as set forth in E620 and be separately packaged according to the applicable requirements in M610, M620, or M820. Copalletization requires RCSC authorization (M041.6).
Pallet Preparation and Documentation (M045.3.2)	<p>Pallet sortation, see reverse.</p> <p>At the mailer's option, packages of flats may be palletized using the advanced presort options in M920, M930, or M940. These presort options require PAVE-certified software.</p> <ul style="list-style-type: none"> ■ Copalletized mailings: Packages of Presorted rate and automation rate flats must be placed on separate 5-digit and 5-digit scheme (L001) pallets from ECR rate packages; packages from ECR, automation, and Presorted rate mailings may be placed together on all other remaining levels of pallets. AFSM 100 and FSM 1000 automation packages may be placed together on all remaining level pallets. <p>Documentation:</p> <ul style="list-style-type: none"> ■ Address accuracy, barcode accuracy, density standards or address sequencing (for ECR), as applicable for rates claimed. ■ Postage statement: <ul style="list-style-type: none"> Regular: Form 3602-P (postage affixed) or Form 3602-R (permit imprint) or applicable consolidated form. Nonprofit: Form 3602-PN (postage affixed) or Form 3602-N (permit imprint) or applicable consolidated form. ■ Supporting documentation: <ul style="list-style-type: none"> ■ Standardized documentation required unless correct rate affixed to each piece (see P012). ■ For copalletized mailings, additional information may be required on the standardized documentation (see P012).

Packaging and Palletizing Sequence (M045.3.2)

Package Preparation: See reverse for physical package size and securing standards. Except for 5-digit and 5-digit scheme pallets, carrier route packages may be combined with automation and Presorted rate packages on the same pallet.

Carrier Route

Pieces must be packaged if 10 or more pieces to the same carrier route. Packages of fewer pieces not permitted.

Labels: Use optional endorsement line (OEL) (M014).

5-Digit

Pieces must be packaged if 10 or more pieces to the same 5-digit ZIP Code. Packages of fewer pieces not permitted.

Labels: Red Label D or OEL.

3-Digit

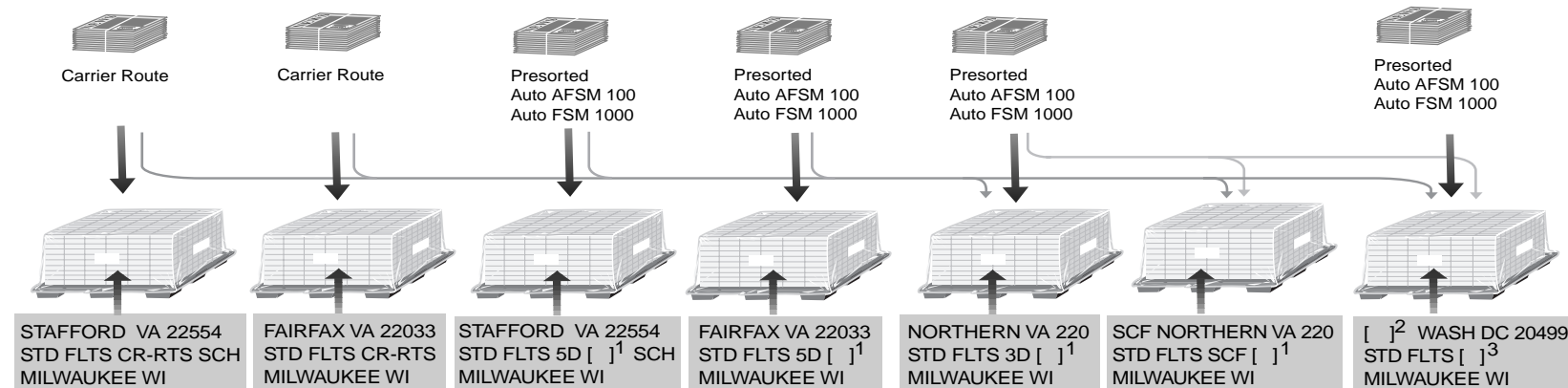
Pieces must be packaged if 10 or more pieces to the same 3-digit ZIP Code. Packages of fewer pieces not permitted.

Labels: Green Label 3 or OEL.

ADC

Pieces must be packaged if 10 or more pieces to the same ADC (L004). Sort ADC packages to ASF and BMC pallets based on ZIP Code of the package destination in L004, Column B.

Labels: Pink Label A or OEL.

**5-Digit Scheme Carrier Routes⁴**

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L001, Column B. For Line 2, use "STD FLTS CR-RTS SCH."

5-Digit Carrier Routes⁴

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use city, state and 5-digit ZIP Code on mail. For Line 2, use "STD FLTS CR-RTS."

5-Digit Scheme⁴

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L001, Column B. For Line 2, use "STD FLTS 5D" followed by "BARCODED" (or "BC") for automation rate mail and/or "NONBARCODED" (or "NBC") for Presorted rate mail followed by "SCH."

5-Digit⁴

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use city, state and 5-digit ZIP Code on mail. For Line 2, use "STD FLTS 5D" followed by "BARCODED" (or "BC") for automation rate mail and/or "NONBARCODED" (or "NBC") for Presorted rate mail.

3-Digit⁴

Optional at 250 pounds.

Labels: For Line 1, use L002, Column A. For Line 2, use "STD FLTS 3D" followed by "BARCODED" (or "BC") for automation rate mail and/or "NONBARCODED" (or "NBC") for Presorted rate mail and/or carrier route mail.

SCF⁴

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L002, Column C. For Line 2, use "STD FLTS SCF" followed by "BARCODED" (or "BC") for automation rate mail and/or "NONBARCODED" (or "NBC") for Presorted rate mail and/or carrier route mail.

ASF⁴ and BMC

Separate ASF and BMC pallets required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, ASF use L602. For Line 1 BMC use L601. For Line 2, use "STD FLTS" and "ASF" or "BMC" followed by "BARCODED" (or "BC") for automation rate mail and/or "NONBARCODED" (or "NBC") for Presorted rate mail and/or carrier route mail.

1. Use "BARCODED" (or "BC") for automation rate mail and/or "NONBARCODED" (or "NBC") for Presorted and/or carrier route mail.
2. Use "ASF" or "BMC" as appropriate.
3. Use "ASF" or "BMC" followed by "BARCODED" (or "BC") for automation rate mail and/or "NONBARCODED" (or "NBC") for Presorted rate mail and/or carrier route mail.
4. Processing and Distribution managers may authorize pallets of less than 250 pounds for their service area for mailings entered within their service area only. For these destinations, one residual (overflow) pallet of less than 250 pounds may be prepared for the service area of the entry office without special approval.